

CITY OF NEWBERG COUNCIL MINUTES
SEPTEMBER 16, 2013
7:00 PM MEETING
PUBLIC SAFETY BUILDING TRAINING ROOM (401 EAST THIRD STREET)

A work session was held prior to the meeting. A presentation was given on the Library and Cultural District by Library Director Leah Griffith, a presentation on the Newberg Downtown Coalition by NDC Executive Director Mike Ragsdale, and a presentation on the Chehalem Valley Vision Plan by Newberg School District Communications and Community Relations Coordinator Claudia Stewart. No action was taken and no decisions were made. All Councilors and the Mayor were present.

I. CALL MEETING TO ORDER

Mayor Bob Andrews called the meeting to order at 7:00 PM.

II. ROLL CALL

Members Present:	Mayor Bob Andrews	Denise Bacon	Mike Corey
	Ryan Howard	Stephen McKinney	Bart Rierson
	Lesley Woodruff		

Staff Present:	Lee Elliott, City Manager – Pro Tem	Terrance Mahr, City Attorney
	Janelle Nordyke, Finance Director	Norma Alley, City Recorder
	Leah Griffith, Library Director	DawnKaren Bevill, Minutes Recorder
	Barton Brierley, Planning & Building Director	

Others Present: Robert Soppe, Jason Yates, and Wayne German

III. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was performed.

IV. CITY MANAGER'S REPORT

Mr. Lee Elliott, city manager – pro tem, announced a goal setting session will be held on Monday, September 23, 2013, at 6:00 PM, an external audit that will take place the second week of October and a Sheridan Street Project pre-construction meeting will be held on Wednesday, September 25, 2013.

V. PUBLIC COMMENTS

Mayor Andrews opened the public testimony.

Mr. Robert Soppe raised some issues regarding the Newberg-Dundee Bypass stating the Newberg Transportation System Plan (TSP) assumes the full Bypass will be constructed. With the current approach where the construction is accomplished in phases, he believes adjustments need to be made in the TSP and elsewhere. Mr. Soppe asked are we protecting the property on the east side to allow completion of the full Bypass, are we revisiting the TSP assumptions to accommodate the delay in construction of the full Bypass, and are we addressing the intersection failures Oregon Department of Transportation (ODOT) has projected in 2016. Fundamental to the resolution of these questions is whether or not the council believes the full Bypass will be constructed. If it will, we need to ensure it will remain economically feasible. He asked if the property on the east side of the Bypass corridor is developed, will that not effectively block the future completion of the Bypass

because of the dramatic higher acquisition costs. If it is not expected to be constructed, then the TSP must reflect that and we need to move on. The Final Environmental Impact Statement (FEIS) from ODOT makes it clear we will have problems with intersections if the full Bypass is not constructed. According to the Bypass FEIS, there are numerous intersections that do not meet their 2016 standards. In addition to the intersections failures, one can expect a substantial amount of Bypass traffic leaving northbound Springbrook to travel through Springbrook Oaks in order to get to eastbound Highway 99W; this needs to be anticipated and accommodated. Mr. Soppe has reviewed the information regarding the TSP update that began last year, but it does not appear the update is being handled in a timely manner, nor is it clear that these specific issues are being addressed.

Mr. Jason Yates stated his concern with Resolution No. 2013-3069, authorizing the city manager pro tem to enter into a construction contract for the Sheridan Street and Chehalem Cultural Center Forecourt Project. He expressed his disappointment that the allocated public funds were used to decorate a building when the funds should have been used on the rotting structure of roads. Mr. Yates stated he felt council decisions were made disregarding the citizens. Mayor Andrews invited Mr. Yates to meet with him personally regarding the issue.

Mr. Wayne German has been involved professionally in the software industry and asked for laws to be changed regarding mental illness. He explained there is no recourse for people who are mentally challenged and attacked verbally in the workplace. Mr. German explained people have a natural tendency to believe their doctor is their advocate, but as a matter of course, the doctor will speak to the insurance company who will in turn determine what medical treatment can be given. He is concerned the doctors in Newberg are becoming advocates for the system, rather than for the patient, as there is no choice for the patients regarding what insulin they purchase. Councilor Denise Bacon offered to connect Mr. German to people who can help him with his concerns.

VI. CONSENT CALENDAR

1. Consider a motion adopting **Resolution No. 2013-3076** approving the appointment of Jodie Hoogendam as the Public Works Maintenance Department Secretary.
2. Consider a motion adopting **Resolution No. 2013-3077** approving the appointment of Amy Rockwell as a Library Shelver.
3. Consider a motion adopting **Resolution No. 2013-3081** approving the appointment of Andrew Shepherd as the Operator II in the Public Works Operations Department.

MOTION: **Howard/Woodruff** moved to adopt **Resolution No. 2013-3076** approving the appointment of Jodie Hoogendam as the public works maintenance department secretary, **Resolution No. 2013-3077** approving the appointment of Amy Rockwell as a library shelver, and **Resolution No. 2013-3081** approving the appointment of Andrew Shepherd as the operator II in the Public Works Operations Department. Motion carried (7 Yes/0 No).

VII. PUBLIC HEARINGS

Consider a motion adopting **Ordinance No. 2013-2763** amending the Newberg Development Code adopting a new Zone Use Table. (**Legislative Hearing – 2nd Reading**)

TIME – 7:26 PM

Mayor Andrews introduced the legislative hearing and called for any conflicts of interest or abstentions; none appeared.

Mr. Barton Brierley, planning & building director, presented the staff report and recommended approving the new Zone Use Table. He reviewed the existing and revised Purpose Statement for clarification.

Mayor Andrews closed the public hearing.

MOTION: **Woodruff/Howard** moved to adopt **Ordinance No. 2013-2763** amending the Newberg Development Code adopting a new Zone Use Table, read by title only. Motion carried (7 Yes/ 0 No).

VIII. NEW BUSINESS

1. Consider a motion adopting **Resolution No. 2013-3078** authorizing the city manager pro tem to enter into an Intergovernmental Agreement with Chehalem Park and Recreation District for the management of Newberg Cultural District.

Ms. Leah Griffith, library director and city's liaison for the cultural district, reported many meeting have been held and an intergovernmental agreement was developed to manage the area, with an executive board to make decisions for the area. Chehalem Park & Recreation District (CPRD) approved the intergovernmental agreement (IGA) at their August 22, 2013, meeting. The IGA includes how to manage outdoor areas and working on a parking plan. The parking management plan will address the total activities going on in the two buildings in order to coordinate events from reaching over and above capacity. The city manager will appoint a city representative from amongst city staff or an elected official. Ms. Griffith will be the representative from the Library.

Mayor Andrews asked for clarification on the citizen member. Ms. Griffith answered the residential district is comprised of those living in the area and they will select a residential neighbor to represent them.

MOTION: **Howard/Bacon** moved to adopt **Resolution No. 2013-3078** authorizing the city manager pro tem to enter into an Intergovernmental Agreement with Chehalem Park and Recreation District for the management of Newberg Cultural District. Motion carried (7 Yes/ 0 No)

2. Consider a motion adopting **Resolution No. 2013-3079** appointing Truman Stone as the City Attorney.

MOTION: **Rierson/Bacon** moved to adopt **Resolution No. 2013-3079** appointing Truman Stone as the City Attorney, effective October 7, 2013. Motion carried (7 Yes/ 0 No)

3. Consider a motion accepting the Chehalem Valley Visitor Information Center 2012-2013 Fourth Quarterly Report..

MOTION: **McKinney/Howard** accepting the Chehalem Valley Visitor Information Center 2012-2013 Fourth Quarterly Report. Motion carried (7 Yes/ 0 No).

IX. COUNCIL BUSINESS

1. Discussion of Utility Billing Policies.

Mrs. Janelle Nordyke, finance director, presented the staff report (see official meeting packet for full report) summarizing recommended policy changes. Ms. Nordyke reported the intent is to modify the utility billing policies. Staff is recommending modifications to the process by suggesting a new billing policy for three to five

days after the meter is read in order to give customers the opportunity to make quick changes if there are any leaks and giving two months of credit for leaks where appropriate. Fee increases for delinquencies should be increased from \$15.00 to \$20.00. A \$50.00 late fee will be given if they have not paid a day before the shut-off date. Staff recommended cutting extended hours on shut-off days due to the many opportunities and notices received during the month. There are opportunities for extensions and payment plans and recommended looking at a customer's account for a year and if they have paid on time, staff can then offer an extension if needed. Payment plans have not been offered unless there were extreme circumstances, so staff recommends changing it to a payment plan of up to three months under extenuating circumstances. Mrs. Nordyke suggested requiring rental tenants to pay a \$100.00 refundable deposit to sign up in their name. Staff recommended real estate agents pay a cleaning fee of \$20.00 for a week or \$34.96 for a month, plus consumption, with no charge for a shut-off up to 100 cubic feet of water. Mrs. Nordyke stated a clear chain of command for disputes is needed and should be the billing clerk, then assistant finance director, and finally the finance director. Mrs. Nordyke will bring back a formal report on October 21, 2013.

Mayor Andrews suggested staff look at a progressive fee for delinquencies.

2. Discussion of the City Manager Recruitment Subcommittee.

Mayor Andrews asked for the discussion to be placed on the October 7, 2013, city council agenda.

Mayor Andrews stated this is Terry Mahr's last council meeting and congratulated him on 26 years of service. Mr. Mahr stated he has enjoyed his career as city attorney.

X. ADJOURNMENT

Meeting adjourned at 10:15 PM.

ADOPTED by the Newberg City Council this 21st day of October, 2013.



Norma I. Alley, MMC, City Recorder

ATTEST by the Mayor this 21st day of October, 2013.



Bob Andrews, Mayor